

## PERSONNEL

8-0 Digital Recording/Videotaping/Photography Policy**Introduction**

Stoneham Public Schools Spartan EDTV (Channel 10 Comcast, Channel 13 RCN, Channel 35 Verizon) are the school district's educational access channels. EDTV online at [www.stonehamschools.net](http://www.stonehamschools.net) is Stoneham Public Schools online streaming video resource. They are used as teaching and learning tools, as well as a means of informing the entire Stoneham community and beyond, of school events.

**Policy**

All recording, video taping and photographing, including digital photography, by any means, including but not limited to cell phone, involving students will be related to classroom and/or extra curricular activities and other instructional support services. No video recording or photographing, including digital photography, will be used for commercial purposes and no student will be included without the written consent of the parent/guardian. Parents will be required to sign a release form on an annual basis. Exceptions to this policy are large public events, such as athletic events, Carnival Ball, graduation, etc.

All routine classroom video recording and photographing, including digital photography, of student activities produced by school personnel may not occur, or be reproduced, or made available outside of the school for any purpose without express prior authorization of the building principal. Parents will be notified in advance whenever non-routine projects involving video recording and photographing, including digital photography, of students is planned.

## PERSONNEL

### 8-0-1 Technology Acceptable Use Policy

The Stoneham Public School system provides technology and internet access to students and staff to support educational excellence and enhance our curriculum. Use of school computers and online access is a privilege provided to students and staff.

Information sent and received using the Stoneham Public Schools wide area fiber network and online computers, and all hardware/software provided or installed by the Stoneham Public Schools is considered the property of the Stoneham Public Schools and is subject to review at the discretion of school administration. In the event that a review shows improper use, appropriate action will be taken with the individual(s) in accordance with school disciplinary policy, copyright law and/or Federal and State law. Staff members are advised that certain improper use may result in required reporting to the Massachusetts Department of Education, Bureau of Educator Licensure.

Examples of inappropriate or improper use include but are not limited to:

- Causing damage to computer technology equipment
- Altering computers or network equipment configurations
- Loading personal non-school purchased software onto a computer
- Hacking into other's folders or work files on a password protected server
- Using printer material for non-school business
- Use of computers and internet unrelated to intended educational use
- Downloading files for personal use, unrelated to proper educational use
- Use of school technology for personal gain or commercial use
- Use of computers for spam, advertising or political use
- Non-educational chat room or instant messaging use
- Use of an online computer to transmit, receive or display pornography; racially offensive or harassing messages; profanity; sexually explicit material; or threatening, defamatory, or other improper, socially unacceptable files
- Downloading or transmitting materials in violation of State, Federal and Copyright law

The Stoneham Public School system is not responsible for materials acquired using school computers. Periodically, the Stoneham Public Schools will make determinations on whether new uses of technology remain consistent with this acceptable use practice.

### **STAFF AGREEMENT**

I understand and will abide by the above Acceptable Use Agreement as well as the restrictions and permissions required by Policy 8.0 Digital Recording / Videotaping / Photography. I further understand that any violation of these guidelines may result in disciplinary action including suspension or termination. If the violation constitutes a criminal offense, appropriate legal action may be taken.

Staff Member Name (please print)\_\_\_\_\_

Staff/Member Signature\_\_\_\_\_Date\_\_\_\_\_